

## REPORTS INVENTORY

CONTROL NO.

DDS/OL/PD-8

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Monthly Financial Report

2. TYPE  
OF  
REPORT
☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input checked="" type="checkbox"/> PERSONNEL	<input type="checkbox"/> TRAINING
<input checked="" type="checkbox"/> LOGISTICS	<input type="checkbox"/> SECURITY
<input type="checkbox"/> MEDICAL	<input checked="" type="checkbox"/> FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

Orig &amp; 2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies) 2 - OF/PSAD  
3 1 - OL/CPB7. FORMAT (memorandum, form  
computer print-out, etc)

Memorandum

8. ADP PROCESSING

<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/> NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Admin. Plan

STAT

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OL/PD/GPB/CPS

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-14	10.21	1	10.21	12	122.52
GS-9	4.15	2	8.30	12	99.60
GS-6	3.74	4	14.96	12	179.52

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

401.64

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

All Proprietary Admin Plans require submission of Financial Reports.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

STAT

16. DATE OF INVENTORY

9/21/70

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130156-1

Chief, OL/PD/GPB/CPS

18. EXTENSION